



Staff Services for Employers Using the MTB

Presented By:
Michigan Talent Bank Services
Bureau of Workforce Programs
Michigan Department of Labor & Economic Growth
March 2008

Agenda

Introduction:

- Laws & Policies

Part 1:

- Registering Employers

Part 2:

- Entering Job Orders

Part 3:

- Resume Searches






Introduction: Laws and Policies

Employment Service Agency - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites RSS Print Mail Link Share SnagIt

Address <http://web.michworks.org/ESA/index.htm> Go




Employment Service Documentation Update Information

[Home](#)
[ES Manual](#)
[ES Forms](#)
[ES Policies](#)
[ES Memos](#)
[Reader](#)
[Email](#)

Information concerning updates to Employment Service documentation will be posted here. This site contains many hyperlinks and there may also be hyperlinks in those linked documents. Although we attempt to keep these current, it is possible that you may find links that do not function. Please notify us of broken links, or any other problems you encounter using the email link in the menu.

Forms and documents linked to from this site require Acrobat Reader to be viewed. This program is available for download free of charge by clicking the "Get Acrobat Reader" button. Follow the directions to select and install the correct version for your PC's operating system.



Internet

Introduction: Key Laws



- Wagner – Peyser
- Code of Federal Regulations (CFR)
- EEO
- Immigration & Nationality Act
- Veterans' Laws
- ES Manual Sec. 030 and 100 – 199

Introduction: EEO Example

- Against the law
- BFOQ
- Age
- Veterans
- Targeted Groups
- Other



Part 1: Registering Employers

- ☛ Mediated Services Tools
- ☛ Validation Process
- ☛ Questions & Discussion



Part 1: Registering Employers

Employer Sign Up - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search

Address <http://www.michworks.org/mtb/user/MTB> e=NEW Go Links SnagIt

MTB Michigan Talent
Bringing People & Business Together


Sign up...

Register your business
are required.

Employer ●
Job Seeker ●
Career Portal ●
Local Offices ●
About Us ●
Privacy Statement ●
Quit ⊗

Business name ●
Address ●
Additional address ●
City ●
State ● Michigan
Zip ●
FEIN ●
Your first name ●
Your last name ●
Telephone ● Ext ●

Done Internet



Talent Bank Through Mediated Services



Select Special Functions



12/10/99

Applicant Search

Case Management

Help/Info

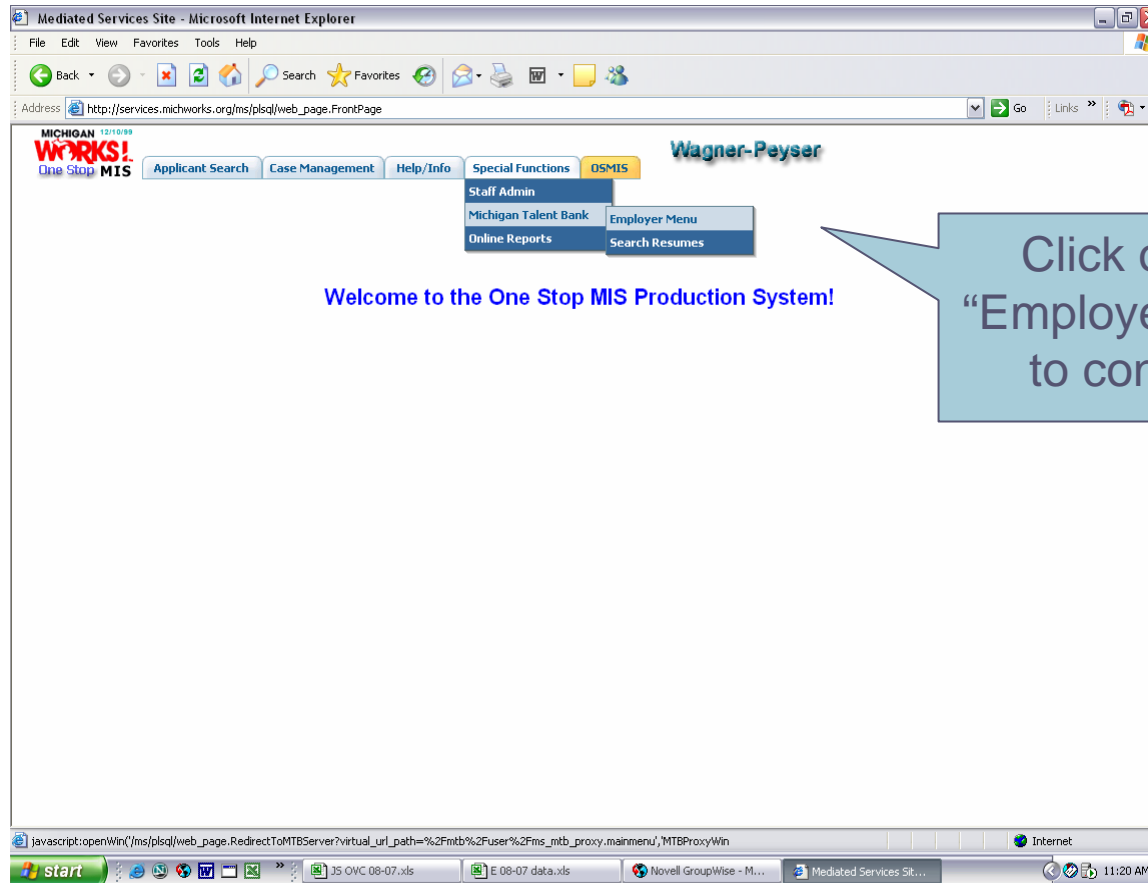
Special Functions

OSMIS

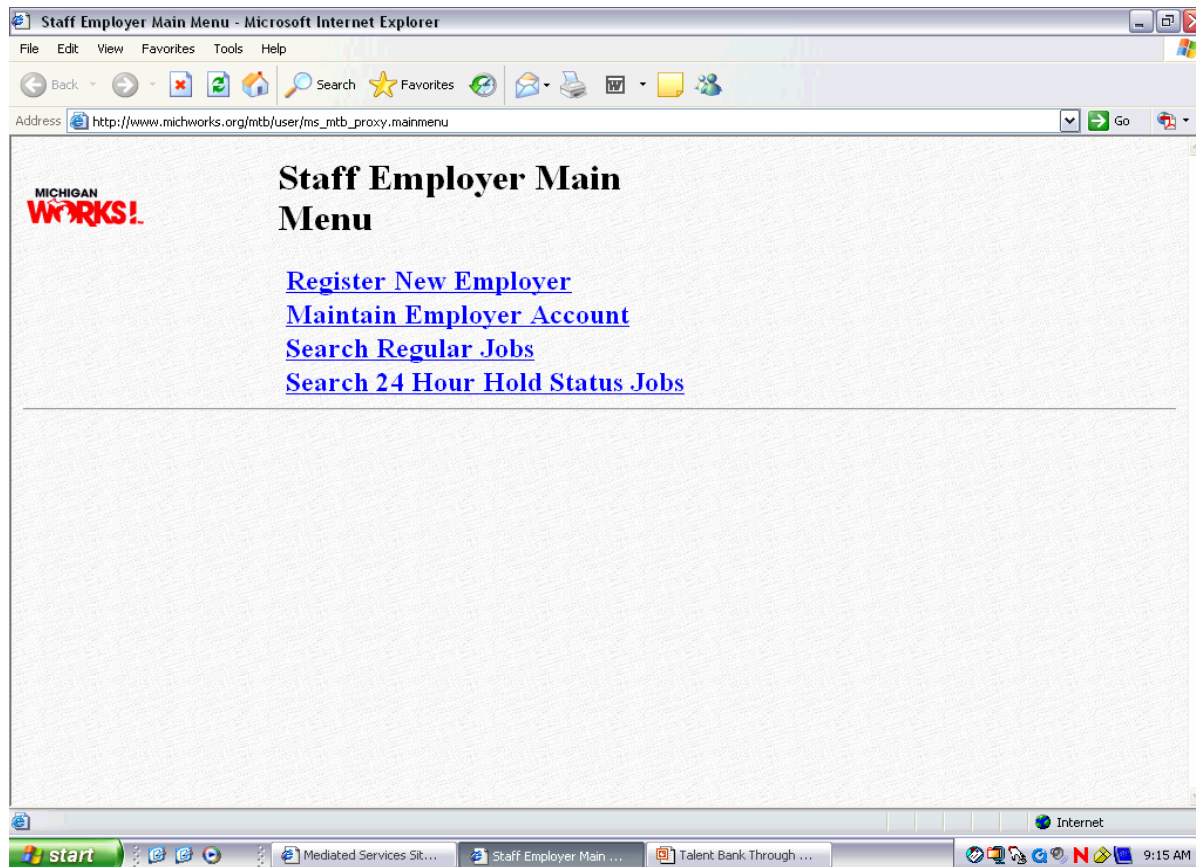
Wagner-Peyser

Welcome to the One Stop MIS Production System!

Select Employer Menu



Staff Employer Menu



Register New Employer



Michigan Talent Bank
Bringing People & Jobs Together



- Employer ●
- Job Seeker ●
- Career Portal ●
- Local Offices ●
- About Us ●
- Privacy Statement ●
- Quit

Sign up...

Please complete the form below to register your business with MTB. Items marked with a dot ● are required.

Business name●

Address●

Additional address

City●

State●

Zip● -

FEIN● [Explain](#)

Your first name●

Your last name●

Telephone● **Ext.**

Fax

Email●

Confirm Email●

Must have a valid FEIN number
Unless you specify Job Development
When you enter a Job Order



Don't have an email address? [click here](#)

Please add MTBNotify@michigan.gov to your address book to ensure that you will receive our messages.

Register New Employer Cont'

Enter your Company's Website below, to have it appear on any job orders that you post. Also, we are providing our customers with the capability to find companies that offer internships. Please enter your Company's Internship Website below.

Web site

Company Internship Website

Please provide us information about your **primary** business.

Are you a Military Recruiter? •

Yes No

☐ ☒

Are you a Federal Contractor (FCJL)? •

Yes No

☐ ☒

Business category •

Business type •

Product line or service [Explain](#)

NEXT ►

Go to the Staff Employer Main Menu

[Goto Main Menu](#)

User ID & Password

Sign Up New Employer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Print Mail News Groups

Address http://devmtb.michworks.org/mtb/user/MTB_VALIDATE_EMPL.Validate_Empl_Form1 Go

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Bringing People & Jobs Together

Sign up...

Reminder
Both User ID and Password must be between six and 14 letters, numbers, or combination.

Now enter a User ID and Password you will remember

User ID

Password

Confirm Password

Password hint [Explain](#)

.....

[Employer](#) [Job Seeker](#) [Career Portal](#) [About Us](#)
[Privacy Statement](#) [Home](#) [Help](#) [Contact Us](#)

Employer ●
Job Seeker ●
Career Portal ●
Offices ●
About Us ●
Privacy Statement ●
Quit ⊗

This is NOT for your use!

Done Internet

start Talent Bank Through ... Internet Explorer 11:57 AM

Privacy & Terms of Use



Sign up...

Privacy and Terms of Use Statement

This Privacy and Terms of Use Statement governs the way the Michigan Talent Bank collects, holds and uses data that you may submit. Please be sure to read this entire Statement before using or submitting information. The Michigan Talent Bank takes every precaution to protect the information of a user. When a user submits sensitive information via the website, the information is protected both on-line and off-line.

Safeguards for Employers

- **Validation:** All employers must sign up to use the system and must be validated by agency staff before any personal contact information contained on a resume is available to them.
- **User ID and Password:** An employer establishes a unique User ID and Password when signing up. This User ID and Password is required for all future access to the system.
- **Access:** Employers control how job seekers contact them from the job posting. Employer contact information provided for validation will not be released. No employer information will be sold for any purpose.



Employer ●

Job Seeker ●

Career Portal ●

Local Offices ●

About Us ●

Quit ☒

Sign Up New Employer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Word PDF People

Address http://www.michworks.org/mtb/user/MTB_VALIDATE_EMPL.Validate_Empl_Form2 Go

Modifications

The Michigan Talent Bank reserves the right to modify or amend this Statement at any time.

Contact

If you have any questions about this Privacy and Terms of Use Statement, contact us at MTBHelp@Michigan.gov, call us toll free at 1-888-253-6855 Monday through Friday, 8:00 AM to 5:00 PM, or write to:

Michigan Department of Labor & Economic Growth
Labor Exchange Services Division
Michigan Talent Bank Services Section
3032 W. Grand Boulevard, Suite 9-400
Detroit, Michigan 48202
USA

Consent

By clicking on the box below, you agree with the terms of this Statement. Whenever you submit information, you consent to the collection, use, and disclosure of that information in accordance with this Statement.

☐ Agree ☐ Disagree

Print Page

.....

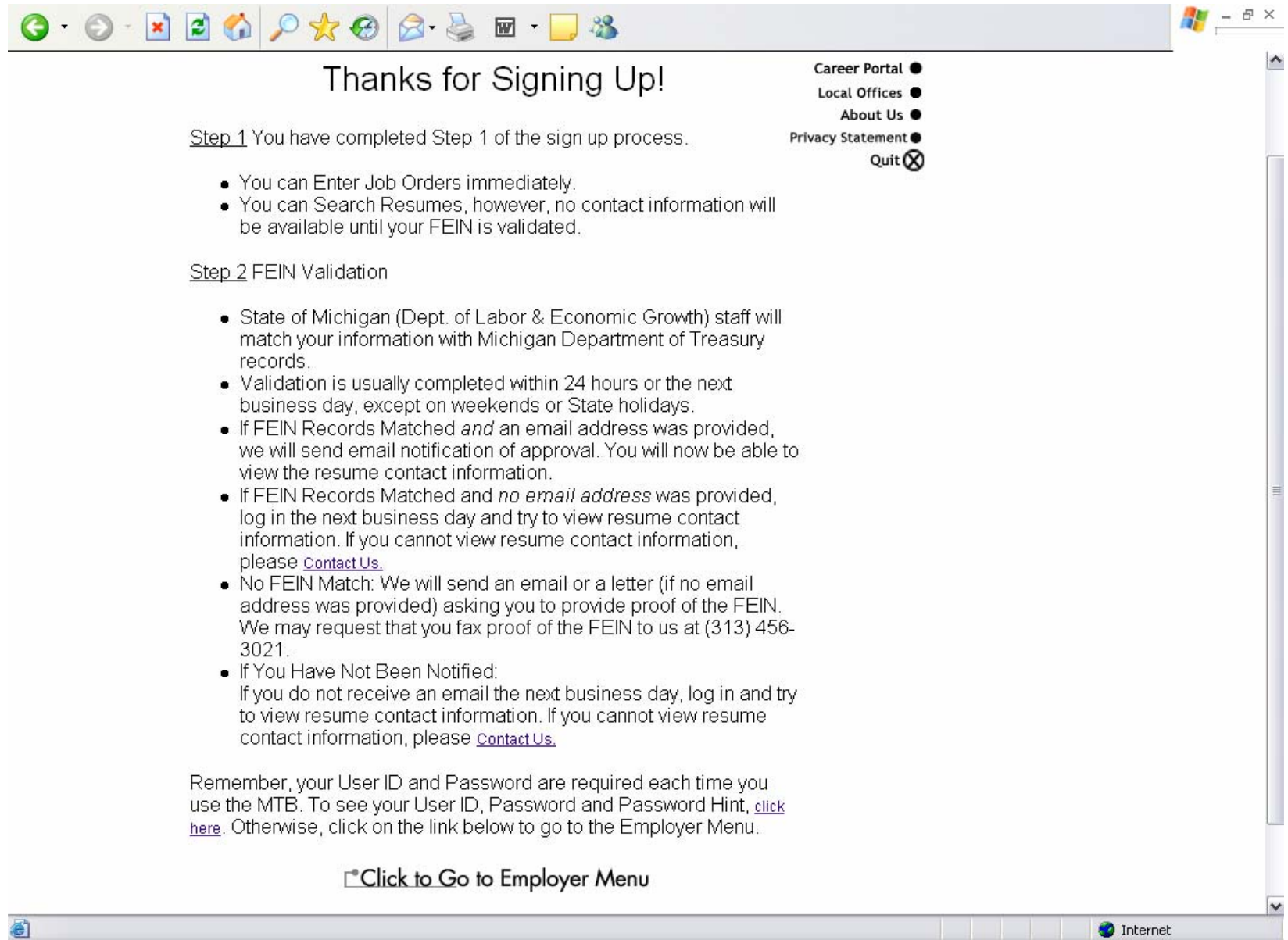
[Employer](#) [Job Seeker](#) [Career Portal](#) [About Us](#)

[Privacy Statement](#) [Home](#) [Help](#) [Contact Us](#)

Mediated Services Site - Microsoft Internet Explorer

start WBLS 107.5 FM - ... Mediated Services ... Sign Up New Emplo... Microsoft PowerPoi... 10:21 AM

Thanks for Signing Up



Thanks for Signing Up!

[Career Portal](#) ●
[Local Offices](#) ●
[About Us](#) ●
[Privacy Statement](#) ●
[Quit](#) ⊗

Step 1 You have completed Step 1 of the sign up process.

- You can Enter Job Orders immediately.
- You can Search Resumes, however, no contact information will be available until your FEIN is validated.

Step 2 FEIN Validation

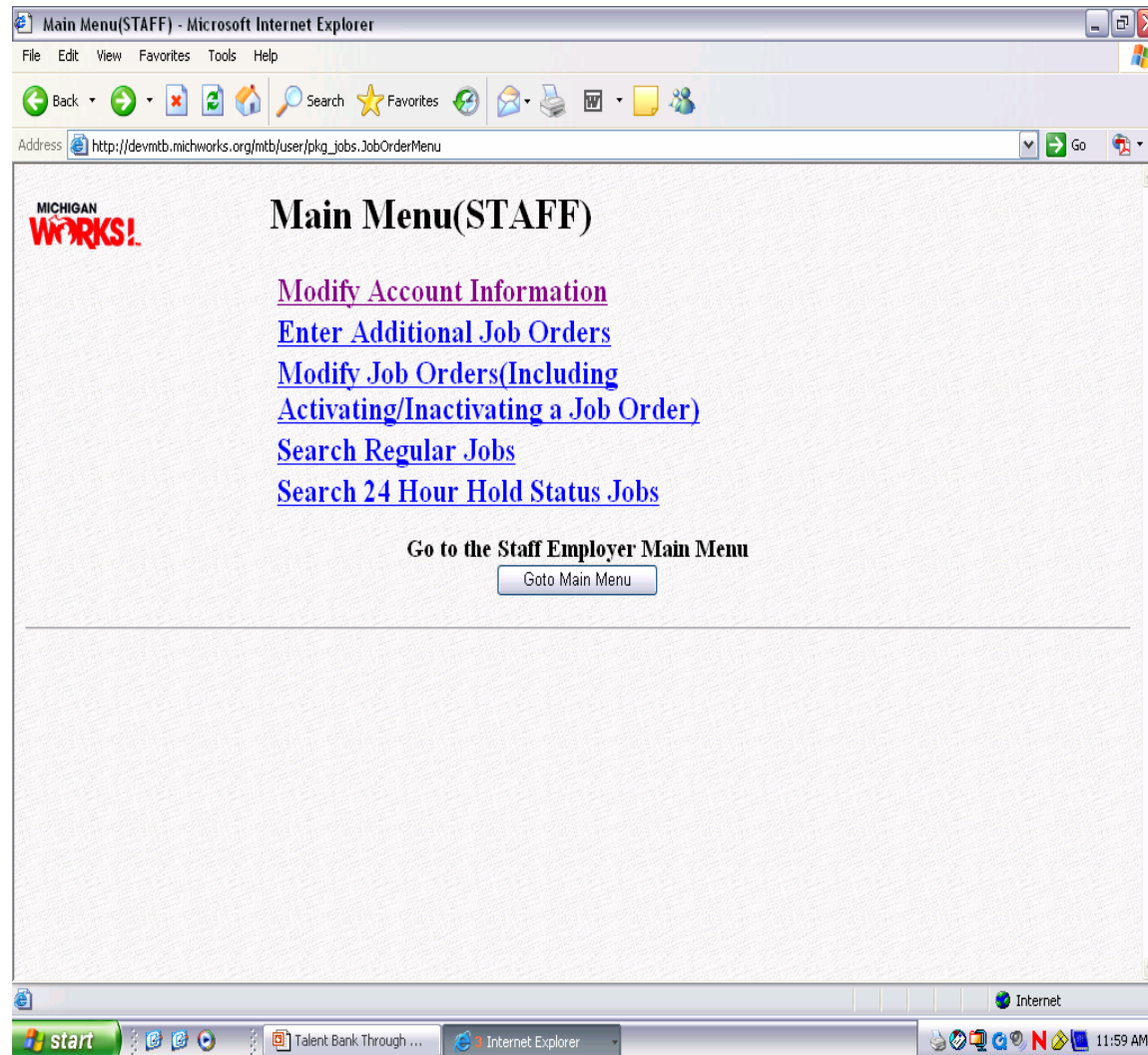
- State of Michigan (Dept. of Labor & Economic Growth) staff will match your information with Michigan Department of Treasury records.
- Validation is usually completed within 24 hours or the next business day, except on weekends or State holidays.
- If FEIN Records Matched *and* an email address was provided, we will send email notification of approval. You will now be able to view the resume contact information.
- If FEIN Records Matched and *no email address* was provided, log in the next business day and try to view resume contact information. If you cannot view resume contact information, please [Contact Us](#).
- No FEIN Match: We will send an email or a letter (if no email address was provided) asking you to provide proof of the FEIN. We may request that you fax proof of the FEIN to us at (313) 456-3021.
- If You Have Not Been Notified:
If you do not receive an email the next business day, log in and try to view resume contact information. If you cannot view resume contact information, please [Contact Us](#).

Remember, your User ID and Password are required each time you use the MTB. To see your User ID, Password and Password Hint, [click here](#). Otherwise, click on the link below to go to the Employer Menu.

[Click to Go to Employer Menu](#)

Internet

Employer Main Menu for Staff



Modify Account Information

Modify Sign Up - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print Word Pad Help


Address http://devmtb.michworks.org/mtb/user/MTB_EMPL.PreEmployerInfoForm1?as_SubmitType=UPDATE Go

Privacy Statement ●
Quit ⊗

If you need to modify the information listed directly below, please contact the MTB Help Desk by calling 1-888-253-6855 or by sending an e-mail to mtbhelp@michigan.gov. Please include your employer ID when sending e-mail.

Business name MC DONALD
Address 1258 Berry Lane
Additional address
City Detroit
State MI
Zip 48235 -
FEIN 89898989585 [Explain](#)
Your first name JAMES
Your last name SMITH

You may add or change the following information as needed.
Items marked with a dot • are required.

Telephone • (313)888-8585 **Ext.**
Fax
Email •  [Don't have an email address? click here](#)
Confirm Email •

Please add MTBNotify@michigan.gov to your address book to ensure that you will receive our messages.

Enter your Company's Website below to have it appear on our web page that you post. Also, we are providing

Done Internet

start Talent Bank Through ... Internet Explorer 12:01 PM

Validation

Employer Sign Up - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address SnagIt Ask for File Name

MTB Michigan Talent Bank
Bringing People & Jobs Together

Sign up...

Please complete the form below to register your business with MTB. Items marked with a dot • are required.

Employer •
Job Seeker •
Career Portal •

Business name •

Address •

Additional address

City •

State •

Zip • -


FEIN • [Explain](#)

Your first name •

Your last name •

Telephone • Ext.

Fax

Email •  [Don't have an email](#)

Confirm Email •

Please add MTBNotify@michigan.gov to your address book to ensure that you will receive our emails.

Enter your Company's Website below, to have it appear on our site. Also, we are providing our customers with the ability to post companies that offer internships. Please enter your Company's Website below.

Web site

Company Internship Website

FEIN Explanation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address SnagIt Ask for File Name

MTB uses the FEIN (Federal Employer Identification Number) to approve your business registration. This assures that only legitimate employers access the Talent Bank. If we cannot verify the FEIN through the Michigan Department of Treasury or documents you provide, you cannot use the Talent Bank. The Internal Revenue Service (IRS) assigns the FEIN to your business. According to the IRS, all businesses employing one or more employee must have a nine-digit FEIN (visit www.irs.gov for complete rules).

If you are conducting business using your Social Security Number or a Federal Employer Identification Number and you pay business associates on an IRS-1099, you are not eligible to use the Michigan Talent Bank to post or to recruit to fill those positions. We maintain this policy because business opportunities do not come under the requirements or the protection of state and federal labor laws, such as those dealing with non-payment of wages, hours worked, employing minors.

Internet

Questions and Discussion

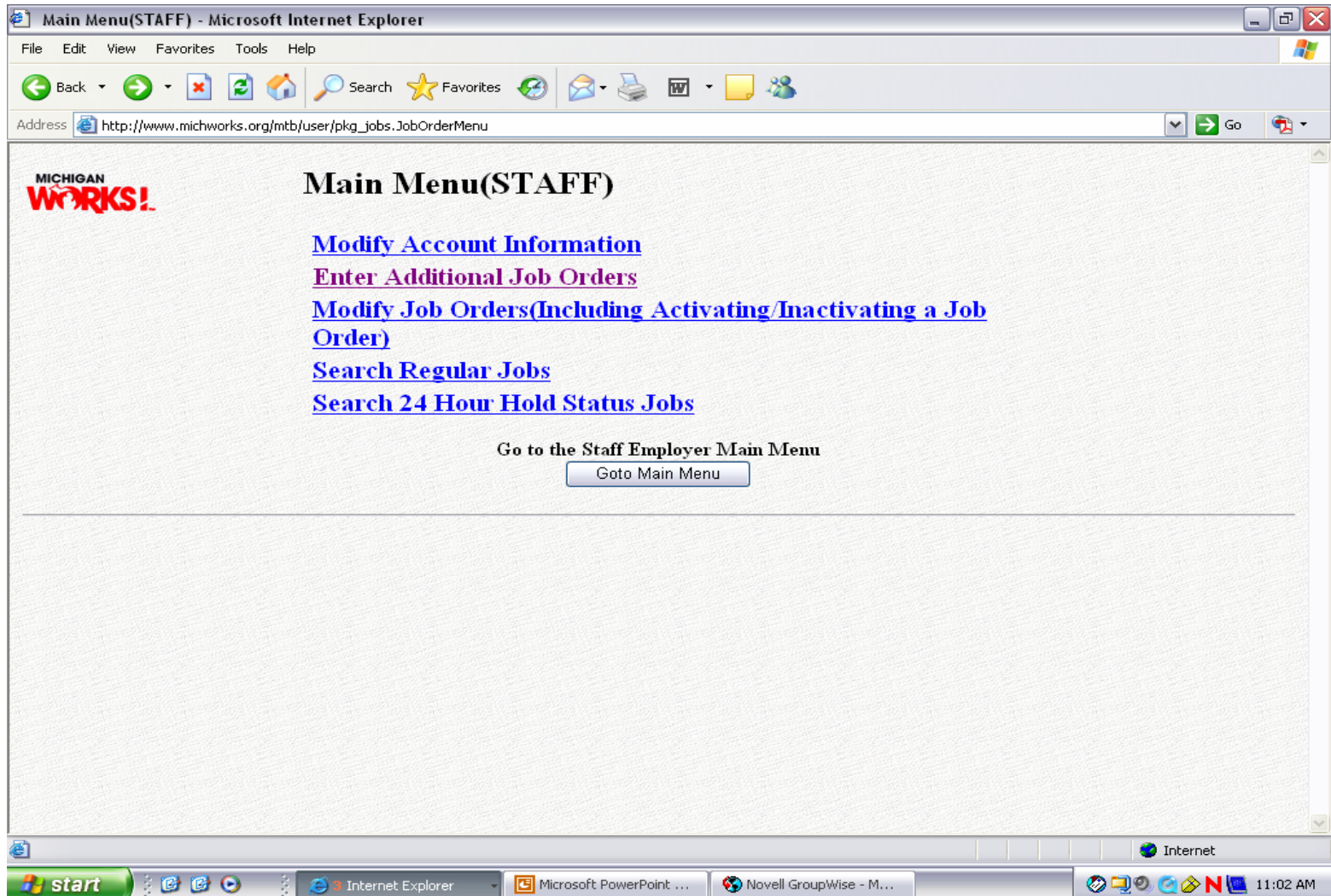


Part 2: Job Order Topics

- ☛ Use Mediated Services
- ☛ Entering Orders
- ☛ Replicating Orders
- ☛ Links to Websites
- ☛ Maintaining Orders



Getting Started



Employer Account Search Criteria

Employer Account Search Criteria - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail W Go

Address http://devmtb.michworks.org/mtb/user/MS_MTB_PROXY.SearchCriteria Go

MICHIGAN WORKS!

Employer Account Search Criteria

Please provide your search criteria.

Company Name:

Company Address:

Company Zip Code:

Employer User ID:

Date of Registration: - - and - -

between:

Go to the Staff Employer Main Menu

Done Internet


start Talent Bank Through ... Internet Explorer 12:06 PM

Employer Account Search Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Refresh Mail Print View Source People

Address http://devmtb.michworks.org/mtb/user/MS_MTB_PROXY.Search Go



Employer Account Search Results

If an employer account is in Inactive Status, contact the MTB Help Desk at 1-888-253-6855 for assistance. Please do not enter a new registration for that employer.

You are viewing records 1 through 1 of 1

Employer Name	Account Status	Employer City	Employer Address	Employer Zip	Created By	Date Registered	Employer User ID
MC DONALD	AC	Detroit	1258 Berry Lane	48235	STAFF	10/08/2007	HOME123

New Search

Go to the Staff Employer Main Menu

Goto Main Menu

Done Internet


start Talent Bank Through ... Internet Explorer 12:07 PM

Enter Job Order - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address http://www.michworks.org/mtb/user/PKG_JOBS.JobOrderLoad?as_SubmitType=NEWJOB&lat=2007100939143 Go



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Enter Job Order

The contact information is pre-filled from your registration. It will be displayed to job seekers viewing your job order. You may delete any contact information you do not wish to display, except *Business Name* and *Contact Name*.

Items marked with a dot • are required.

- Employer ●
- Job Seeker ●
- Career Portal ●
- Local Offices ●
- About Us ●
- Privacy Statement ●
- Check Spelling ✓
- Quit ✕

[Contact Information](#)
[Job Description](#)
[Salary](#)

[Job Requirements](#)
[Job Location](#)
[Posting Period](#)

Is this posting for an Internship position: ● ☒ No
☐ Yes

Job Development? ● ☒ No
☐ Yes

Contact Information

Select the preferred methods of contact by job seeker: ●

☒ Phone
☐ Fax

☒ Mail
☐ In-person

☐ Web site

Done Internet

start Internet Explorer Microsoft PowerPoint ... Novell GroupWise - M... 12:01 PM

Job Order Cont'd.

Enter Job Order - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://www.michworks.org/mtb/user/PKG_JOB5.JobOrderLoad?as_SubmitType=NEWJOB&lat=2007100939143 Go

Business name • MC DONALD TEST

Street address 2525 Apple Berry Lane

Additional address

City Detroit

State Michigan

Zip 48235 -

Contact first name • JAMES

Contact last name • MICHEALS

Telephone (313)458-5858 Ext.

Fax

Email michealsindustry@hotmail.com

Web site http://MicheasMcdonalds.com

Directions to business

Job Description

Career category • Food Preparation & Serving Related Occupations

Job title • Team Member/Cashier

Job description [Explain](#) Take money from customer when order is placed. Along with fill orders with merchandise. Clean counters and food stations.

For better matches, Job Title should only contain words commonly used to identify the position

Done Internet

start Internet Explorer Microsoft PowerPoint ... Novell GroupWise - M... 12:12 PM

Enter Job Order - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop People

Address http://www.michworks.org/mtb/user/PKG_JOBS.JobOrderLoad?as_SubmitType=NEWJOB&lat=2007100939143 Go

Benefits offered

<input checked="" type="checkbox"/> Dental	<input checked="" type="checkbox"/> Paid Sick Leave
<input type="checkbox"/> Life	<input checked="" type="checkbox"/> Paid Vacation
<input checked="" type="checkbox"/> Medical	<input checked="" type="checkbox"/> 401(k)
<input type="checkbox"/> Optical	<input type="checkbox"/> Pension Plan

Other Benefit

Job Requirements

Minimum education/degree

Years of experience

Specific requirements:

<input type="checkbox"/> Bondable	<input type="checkbox"/> CDL Restrictions - Other
<input type="checkbox"/> Drivers License - Private	<input type="checkbox"/> Drug Screening
<input type="checkbox"/> Drivers License - Commercial (CDL)	<input type="checkbox"/> Employment Test
<input type="checkbox"/> Endorsements - Double/Triple Trailers	<input type="checkbox"/> Own Tools
<input type="checkbox"/> Endorsements - Passenger	<input type="checkbox"/> Physical Exam
<input type="checkbox"/> Endorsements - Tank Vehicle	<input type="checkbox"/> Reference/Security Check
<input type="checkbox"/> Endorsements - Hazardous Materials	<input checked="" type="checkbox"/> Union Membership Required
<input type="checkbox"/> CDL Restrictions - Air Brake Restriction	

Additional requirements (i.e. frequent travel).

Done Internet

start Internet Explorer Microsoft PowerPoint ... Novell GroupWise - M... 12:24 PM

Enter Job Order - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back

Search

Favorites

Address http://www.michworks.org/mtb/user/PKG_JOBS.JobOrderLoad?as_SubmitType=NEWJOB&lat=2007100939143 Go

Position type

Full Time

Hours per week

40

Job(s) available

5

Number of Jobs Filled

As you fill these positions, please provide feedback to MTB by entering the **Number of Jobs Filled** for this job order. Thank You.

The Michigan Opportunity Partnership (MiOP) helps Michigan businesses find the skilled workers they need. Michigan Works Agencies are the key statewide MiOP partners providing local services. If you select the second option below, a Business Liaison from a local Michigan Works Agency will contact you within 2 business days.

☒ I'd prefer to use the self-service features of the Michigan Talent Bank to find my candidates for this job order.

☐ In addition to the self-service features of the Michigan Talent Bank, I would like assistance in finding qualified candidates for this job order.

To reach your local Michigan Works Agency, call 1-800-285-9675 Monday - Friday, 8:00 A.M. to 5:00 P.M.

Salary

Minimum pay \$

7.00

Maximum pay \$

9.00

per hour

Done

Internet

start

Internet Explorer

Microsoft PowerPoint ...

Novell GroupWise - M...

12:16 PM

Enter Job Order - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back

Search

Favorites

Address http://devmtb.michworks.org/mtb/user/PKG_JOBS.JobOrderLoad?as_SubmitType=NEWJOB&lat=2007100843531 Go

Job Location

This job is located in (city):

Detroit

Detroit

Detroit Beach

Dewitt

Dexter

Dexter Township

If there is a vacancy for the same job in another city, [click here](#).

Posting Period

Keep in Mind

This number can be modified at any time through the Modify Job Order option.

Enter the number of calendar days this job order will remain open (up to 180 calendar days)

30

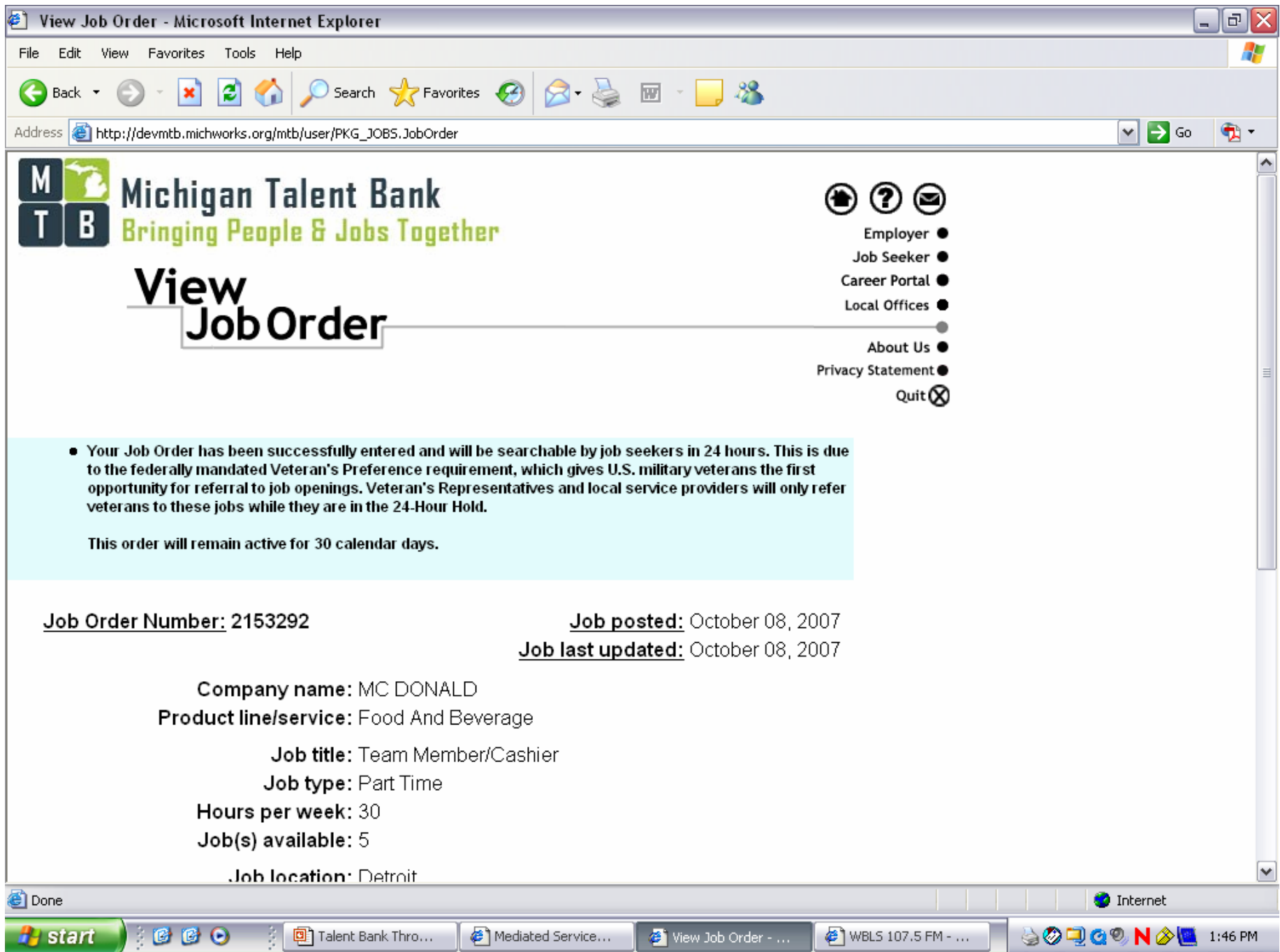
If you do not enter a value, the job order will remain active for 30 calendar days.

Check Spelling

Submit

[home](#) | [link seeker](#) | [employer](#) | [career portal](#) | [local offices](#) | [contact us](#) | [about us](#) | [privacy statement](#)

start Talent Bank Thro... Mediated Service... Enter Job Order - ... WBL5 107.5 FM - ... 1:42 PM



Talent Scout

Enter Job Order - Microsoft Internet Explorer

File Edit View Favorites Tools Help

This job is located in (city):

Detroit

Detroit
Detroit Beach
Dewitt
Dexter
Dexter Township

If there is a vacancy for the same job in another city, [click here](#).

Posting Period

Keep in Mind
This number can be modified at any time through the Modify Job Order option.

Enter the number of calendar days this job order will remain open (up to 180 calendar days)

If you do not enter a value, the job order will remain active for 30 calendar days.

Talent Scout

To retrieve your Talent Scout results, your email browser preferences should be set to accept HTML.

☒ Check here to activate the Talent Scout.
(Uncheck to inactivate this option)

Talent Scout Frequency: Daily

Talent Scout maximum resumes return:

[Explain](#)

Explain - Microsoft Internet Explorer

By activating the Talent Scout you will automatically receive a daily email notice listing resumes from job seekers who most closely match your Talent Scout Matching Criteria (Job Title, Location, Salary, and additional Keywords). The initial scout will return resumes entered/updated within the last 30 days.

[Close](#)

[Submit](#)

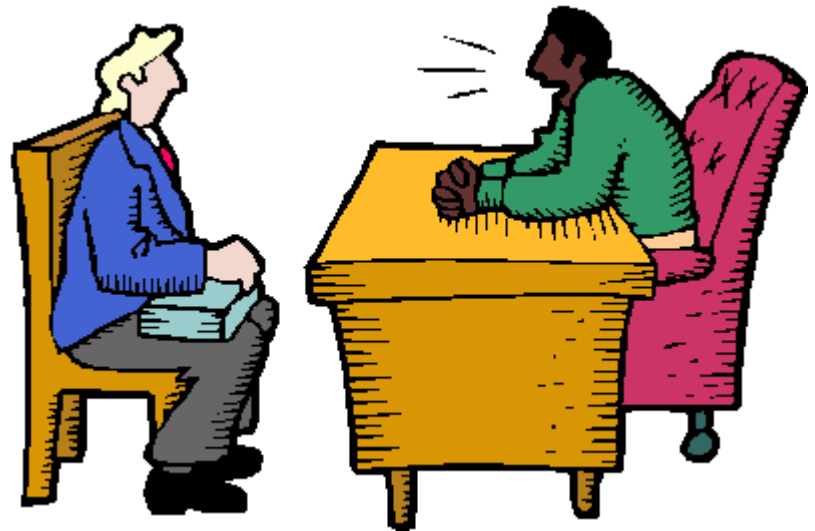
[Employer](#) [Job Seeker](#) [Career Portal](#) [About Us](#)
[Privacy Statement](#) [Home](#) [Help](#) [Contact Us](#)

Questions and Discussion



Part 3: Resume Searches

- Find the Right Resumes
- Search Results
- Resume Carts
- Job Openings Filled
- Questions & Discussion



Find the Right Resumes

Search Options - Microsoft Internet Explorer

File Edit View Favorites Tools Help

M T B **Michigan Talent Bank**
Bringing People & Jobs Together

Search criteria

Click any criteria above to begin your search.

- Use **Job Location** for job seeker availability.
- Use **Text** to specify key words.
- Use **Non-text** to specify education level, wage, age of resume.
- Use **Job Title** to match job titles entered by job seekers.

.....

[Employer](#) [Job Seeker](#) [Career Portal](#) [About Us](#)
[Privacy Statement](#) [Home](#) [Help](#) [Contact Us](#)

Navigation Menu:

- Employer
- Job Seeker
- Career Portal
- Local Offices
- About Us
- Privacy Statement
- Get Saved Criteria
- Quit

Status Bar: Done Internet

Search Results

Search Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Search Results!


1-20 of 250 resumes containing:

Your search criteria:

- Job title: **truck driver**
- Resumes last update: **(Resumes added or updated in the past 30 Days)**
- Job location: **Detroit**

Navigation:

- Career Portal
- Local Offices
- About Us
- Privacy Statement
- Edit Criteria
- New Criteria
- Save This Criteria
- Get Saved Criteria
- Resume Carts
- Quit

The  indicates U.S. military veteran.

Age of Resume: 30 Days

Click on the resume Job Title to View Resume.


Click checkboxes to select resumes to be added to a cart.

Note: The system will not add a resume to a cart if it is already in that cart.

Once a cart has been selected, items in that cart are no longer selectable from the search results list.

Note to Employers:

When you click on the job seeker's resume below, their contact information will not be available. You must click again on View Contact Information. This step ensures compliance with equal opportunity standards which require that employers evaluate the job seeker's qualifications without bias towards name or place of residence.

- ☐ [Sanitation Truck Driver, cdl truck driver, route driver, delivery driver...Class B Delivery Truck Driver, straight truck driver, driving...General Truck Driver, cdl truck driver, custodian, janitor, cleaning, building cleaning, janitorial](#) Qualified truck driver with CDL-A/Airbrake endorsement and perfect driving record. Experienced in truck maintenance. Excellent social skills. Excellent references.
-  ☐ [Tractor Trailer Truck Driver CDLX Semi Truck Driver...Tractor Trailer Truck Driver CDLX Semi Truck Driver...Tractor Trailer Truck Driver CDLX Semi Truck Driver](#) To obtain a position as a Local Truck Driver where I can utilize over 30 years of experience, my skills and abilities for further advancement. Possess CDL with X endorsement.
- ☐ [Tractor Trailer Driver, cdla truck driver, semi tractor/truck driver, cdla truck driver, hazmat, doubles...OTR CDLA Truck Driver, regional cdla truck driver](#) I am seeking a position as a Truck Driver with CDL-A,T, HZ where I can utilize my excellent driving skills and provide a company with the secure, safe, and on time delivery. I have 15 years experience as a reliable, and dependable driver.
- ☐ [Professional Truck Driver, CDL A truck driver, route driver, delivery driver, cdl truck driver...CDL A truck driver, route driver, delivery driver](#) To obtain a job where I can utilize my skills, abilities and experience as a professional CDL class A truck driver with a reputable company.
- ☐ [CDL Class A Truck Driver, delivery driver, cdla truck driver...General Laborer, warehouse, shipping](#)

Saved Search Criteria

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Bringing People & Jobs Together

Saved Search Criteria

click on a radio button ☐ to select a search criteria to edit, run, or delete.

Sort by: ☒ Name ☐ # of Resumes matched ☐ Date of Last Search [Sort Search](#)

	Name	Criteria	# of Resumes Matched	Date of Last Search
<input type="radio"/>	ARI Environmental	All key words: air pollution Resumes last update: (Resumes added or updated in the past 30 Days)	19	07/21/2005
<input type="radio"/>	Cable Installer	Any key words: cable installer Resumes last update: (Resumes added or updated in the past 30 Days) Job location: Detroit	250	09/07/2004
<input type="radio"/>	Snow Plow Drivers	Any key words: snow plow drivers Resumes last update: (Resumes added or updated in the past 30 Days) Job location: Troy	250	01/27/2004
<input checked="" type="radio"/>	Truck Driver 04132006	Job title: truck driver Resumes last update: (Resumes added or updated in the past 30 Days) Job location: Detroit	250	11/06/2006

.....

[Employer](#) [Job Seeker](#) [Career Portal](#) [About Us](#)
[Privacy Statement](#) [Home](#) [Help](#) [Contact Us](#)

[Run Search](#)
[Edit Search](#)
[Delete Search](#)




Resume Carts

Search Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

manufacturing assembly work. I am looking to secure a position in any of these Fields or work.

- ☐ 6. [Cable tech...Computer tech...Sales Rep](#) Obtain Network **cable** Tech field tech **Cable** fiber computer Tech
- ☒ 7. [Cable Installer...Engineering Internship...Laborer](#) Seeking a job in **cable**, engineering, or any laborer positions.
- ☒ 8. [cable installer/technician...broadband technician...satellite installer](#) Looking for a full time position in the internet field, such as fiber optics installation, in both residential and commercial.wireless installation as we'll.
- ☒ 9. [low voltage cabling installer...Cabling technician...Cable Puller](#) To utilize and improve my communications skills as a part of a dedicated team or individual to help a company meet and exceed its goals.
- ☒ 10. [operator...Shipping and receiving...Installer](#) To work for an exciting fun job full of challenges and growth opportunity
- 11. [Driver...Cable TV Tech / Internet Installer / Service Tech...Shipping And Receiving Warehouse Person](#) To Find Employment That Allows Me To Advance The Existing Knowledge I Currently Possess, Or With The Opportunity Which Allows Me To Learn And Develop New Skills That Can Create A Stable And Positive Future For Myself And Family.
- ☒ 12. [satellite installer...cable installer...sale's](#) satellite/ **cable installer**
- ☒ 13. [hilo...shipping/receiving...general labor](#) Hilo, shipping/receiving, **cable installer**.
- ☒ 14. [VOICE/DATA TECH...CABLE TECH...general](#) a full time position in telcom
- ☒ 15. [Cable Installer...Shipping and Receiving](#) To obtain employment to utilize and enhance my skills as a **cable installer** or in shipping and receiving.
- 16. [Communications Installer...Customer service technician...Customer care rep](#) Full time or part time job
- ☒ opportunity wanted as a managaer,casheir,salesperson or retail worker. I have good math skills, enjoy customer service and will make a good first impression for your business.
- ☒ 17. [Project Coordinator...Project Supervisor...Installation Technician](#) To obtain a Full Time Position as a Project Coordinator and/or **Cable Installer** in the Telecommunications field.
- ☒ 18. [Computer repair...Network technician...Electronic Technician](#) Seeking permanent full time employment as a Computer, Electronic, or Electrical Technician.
- ☒ 19. [Mobile Electronics Installer...Computer Repair...Cable Installer](#) Seeking a full time position in the **cable** TV, high speed internet, or mobile electronics installation Fields.
- ☒ 20. [Driver...Painter / Renovations...Cable Installer](#) Looking for a Local truck driving job, I Have a CDL License A,C. a Job in Previous Occupation. Painter with Drywall Repair Services /Handyman. (Alarm,Phone,**Cable**,Fire,CCTV,Intercom **Installer**.Residential,Commercial.

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2. [Truck Drivers](#) (5 Resumes) Created: 11/06/2006
3. [Snow Plow Driver](#) (2 Resumes) Created: 11/06/2006

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Modify Job Order List

- To view or print the details of a job order, click on the **Job No.**
- To modify the content of Active jobs (or activate/deactivate a Talent Scout), click on the **Job Title**.
- To reactivate an inactive job order, go to Job Status, click on **Inactive** and update the job order.
- You can easily enter the **No. of Jobs Filled** for each job order from this screen.
- You can also change the **Job Status** if you want to inactivate a job order.

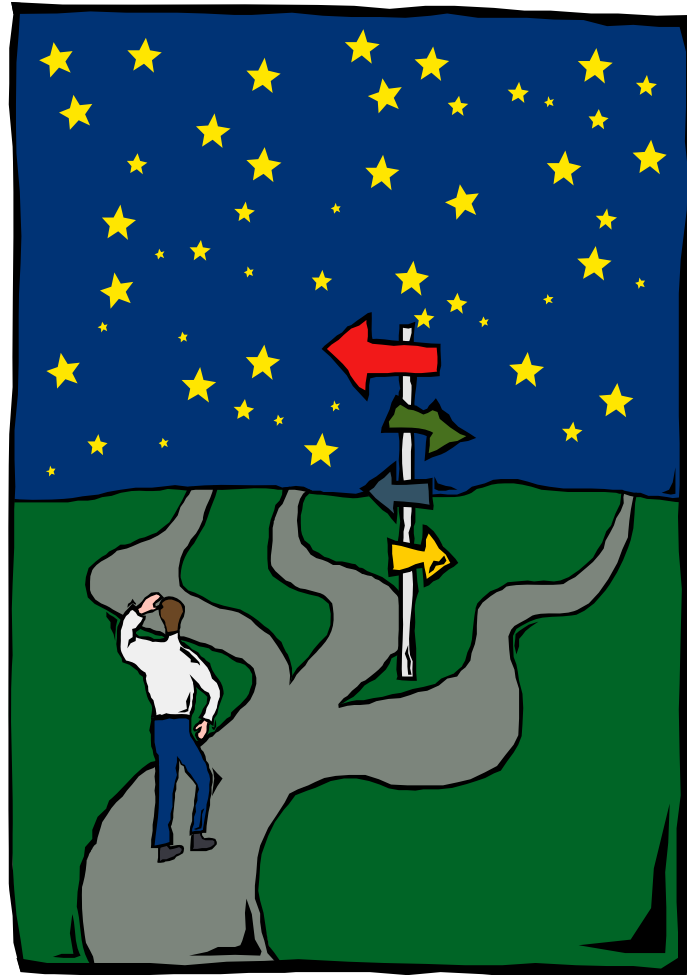
Clicking **Modify**, **Next** or **Previous** will save all changes.

NEW When you view or print the details of an inactive job order, you will now be able to see the date your job order was inactivated and the number of days it remained open.

Show: Sorted by: Sort

Job No.	Job Title	City	Posted By	Date Posted	Date Last Updated	Days To Inactivate	No. of Jobs Filled	No. of Available Jobs	Talent Scout	Job Status
2476144	Courier	Livonia	STAFF	07/25/2006	07/31/2006	0		1	-	Inactive
2451221	Courier	Livonia	STAFF	05/10/2006	07/25/2006	0	6	1	-	Inactive
2451265	Courier	Warren	STAFF	05/10/2006	07/25/2006	0	6	1	-	Inactive
2476145	Courier	Warren	STAFF	07/25/2006	07/25/2006	0		1	-	Inactive
2451270	Record Center Specialist	Livonia	STAFF	05/10/2006	07/25/2006	0	12	1	-	Inactive
2451276	Record Center Specialist	Warren	STAFF	05/10/2006	07/25/2006	0	9	1	-	Inactive
2476147	Record Center Specialist	Livonia	STAFF	07/25/2006	07/25/2006	0		1	-	Inactive
2476149	Record Center Specialist	Warren	STAFF	07/25/2006	07/25/2006	0		1	-	Inactive

Questions and Discussion



Questions? Suggestions?

☛ Talent Bank Help Desk

1-888-253-6855

MTBHelp@michigan.gov

☛ Mediated Services/One Stop MIS

implementation@michworks.org

☛ Talent Bank Training Site

<http://training3.michworks.org>